

Board of Assessors Town of Needham 1471 Highland Ave Needham, MA 02492 Date: January 1, 2011

Property Address: «PAR\_ADD\_NO\_1» «PAR\_ADD\_ST\_1», Needham, MA Parcel ID: «PARCEL ID»

## Parcel Information:

«OWNER\_NAME\_1»
«OWNER\_NAME\_2»
«OWNER\_ADDR\_1»
«OWNER\_CITY», «OWNER\_STATE» «OWNER\_ZIP»

All information supplied is confidential and protected from public disclosure. [CH 59 S52B] Return this form within sixty (60) days.

## Dear Property Owner:

The Board of Assessors is requesting INCOME AND EXPENSE information on COMMERCIAL, INDUSTRIAL, and APARTMENT (residential) properties to help us determine equitable values for assessment purposes. This request is for income and expense information relative to the operation of **real estate** and not the business use with the real estate.

We appreciate the cooperation shown to the Board in the past.

When determining income producing property values, the Board must weigh financial as well as physical attributes. By completing and returning the enclosed form, you help ensure the development of a sound basis to estimate the income approach to value. Please be aware that this information will be used only to determine 'market' income and expense levels for commercial and industrial properties and apartments. In accordance with State Law, all information listed on the forms is **not** available to the public for inspection. [CH 59 S52B]

While it is in the best interest of property owners to contribute to the establishment of fair assessments, Massachusetts Law also requires such disclosure:

Section 38D of Chapter 59

## Written Return of Information to Determine Valuation of Real Property

A board of assessors may request the owner or lessee of any real property to make a written return under oath within *sixty days* containing such information as may reasonably be required by it to determine the actual fair cash valuation of such property.

Failure of an owner or lessee of real property to comply with such request within 60 days after it has been made by the board of assessors shall be automatic grounds for dismissal of a filing at the appellate tax board. The appellate tax board and the county commissioners shall not grant extensions for the purposes of extending the filing requirements unless the applicant was unable to comply with such request for reasons beyond his control or unless he attempted to comply in good faith. If any owner or lessee of real property in a return made under this section makes any statement which he knows to be false in a material particular, such false statement shall bar him from any statutory appeal under this chapter.

If an owner or lessee of Class one, residential (e.g. apartment) property fails to submit the information within the time and in the form prescribed, the owner shall be assessed an additional penalty for the next ensuing tax year in the amount of \$50 but only if the board of assessors informed the owner or lessee that failure to submit such information would result in the penalty.

If an owner or lessee of Class three, commercial or Class four, industrial property fails to submit the information within the time and in the form prescribed, the owner or lessee shall be assessed an additional penalty for the next ensuing tax year in the amount of \$250 but only if the board of assessors informed the owner or lessee that failure to so submit such information would result in the penalty.

Please note: Massachusetts General Law provides that failure to respond timely and accurately to this information request within sixty (60) days of the postmarked date shall cause you to lose your right to appeal your assessment.

The Board of Assessors thanks you for your	cooperation.	
I certify under the pains and penalties of pe	erjury that the information supplie	ed herewith is true and correct:
Submitted by:	Title:	Phone:
Signature:		Date :/

Parcel ID: «PARCEL_ID»	×PAI	"PAR_ADD_ST_1", NEEDHAM, MA	<pre>%PAR_ADD_NO_1» _ST_1», MA</pre>	cxpellses	expenses for calendar feat: 2010	gE: 2010
	Landlord Amount	Tenant Amount			Landlord Amount	Tenant Amount
Management & Administrative			Maintenance & Cl	Cleaning	THE PLANTS AND	The section of the se
Management Wages or Fee	\$	\$	Wages		\$	\$
Legal & Accounting	\$	\$	Supplies		\$	₩
Security Wages	\$	\$	Maint. Service Contract Fee	ee	₩.	\$
Payroll	\$	\$	Grounds Keeping	вывачае выпавачавать слов честве честве селения селения селения в населения	\$	₩
Group Insurance	\$	S	Rubbish Removal	tion des de l'en la décondétique de control constant de la décondris de la décondris de la décondris de la control de la décondris de la control de la contr	₩	\$
Telephone	\$	\$	Snow Removal		₩.	₩
Advertising	\$	\$	Exterminator		\$	\$
Commissions	₩	\$	Other	одине коли, и технувания воденираниранизация на колита калоки и для в сере		\$
Other	\$	\$			\$	\$
Total	\$	₩.		Total	<b>5</b>	\$
Repairs & Alterations			Capital Improvements	nents		
Exterior	44	\$	Description		ого до од 10-и годи и година поста однивата се примента и записата се да предвата поставата и се предвата поста	Vega prominenteressimatoramenterescon in atroca minimator mann
Interior	4	₩.			4	\$
Mechanical	\$	₩.			₩.	45
Electrical	\$	49	AND A CONTRACTOR OF THE PROPERTY OF THE PROPER		<b>∽</b>	\$
Plumbing	\$	\$		The state of the s		\$
Total	<del>8</del> 1	₩		Total	\$	\$
Utilities			Other Expenses	es		
Electricity	\$	\$	Real Estate Taxes		5	\$
Gas	\$	\$	Reserve for Replacement	отверперитериостий из веденитерую в име в установ то выста высот	\$	-\$
Oil	49	\$	Apartments for Employees	S	₩.	\$
Water	45	-\$	Insurance (1 yr. Premium)		\$	\$
Sewer	49	<del></del>	CONTRACTOR OF A CONTRACTOR OF	TOTAL AND THE PROPERTY OF THE	4	₩.
Total	\$	₩.	1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Total	\$	•

Property Location: «PAR_ADD_NO_1»  «PAR_ADD_ST_1»	PROPERTY	Income for Calendar Year: 2010
Parcel ID: «PARCEL_ID»	Lease / Rental Terms	

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## Calendar Year Income Summary

	Total Potential Gross Income
(\$	Total Concessions
(\$	Total Vacancies
(\$)	Total Total Total Collection Loss
	Total Parking Income
\$	Total Total Other Income Rent Collect
\$	Total Rent Collected